(*c*) In respect of a member attending Committees mentioned under list 'C' he will be entitled to a single fare of the lower class (*viz.*, third class) *plus* an allowance for incidental expenses at four pies per mile if the line by which he travels does not provide inter. class accommodation.

2. The above rules will have effect from 1st May 1953.

M. SHAMANNA,
Secretary to Government,
Finance Department.

Issues instructions in regard to preparation of the Premium Realisation Statements.

OFFICIAL MEMORANDUM.

O.M. No. FL. 3227-3726—G.F. 80-53-2, DATED BANGALORE, THE 10TH JULY 1953.

In accordance with Government Order No. Fl. (B) 10561-660—C.R. 44-52-2, dated 2nd December 1952, the Premium Realisation Statements should hereafter be prepared in the revised forms prescribed therein. The Insurance Department will be mechanising its accounting system shortly, and to work this new scheme successfully it is necessary for the Pay Drawing Offices to furnish the Insurance Department with complete and correct data in respect of premiums deducted out of salary.

2. To this end, the Premium Realisation Statements, which are the sources of information of premium recoveries, should be prepared with the greatest care possible and the Pay Drawing Officers are requested to see that the following instructions are strictly adhered to with immediate effect :—

(*i*) *Separate* statements should be prepared for the Official and Public Branches in the prescribed forms.

(*ii*) Names of *all* the officials insured with the Insurance Department should be noted, whether the premia are recovered or not in any particular month.

(*iii*) Correct policy numbers should *invariably* be noted and there should be no omission of the policy number against any name. To ensure this, a Register called "Insurance Register" may be opened *separately for each Branch* in the manner prescribed in the appended form. Policy numbers may be entered in this Register with reference to the policies held by the insured. Where it is not possible, a reference may be made to the Insurance Department for the correct policy numbers.

(*iv*) In the revised Premium Realisation Statement Forms separate columns have been provided for noting the premiums recovered during the current month and the previous month, and the figures should be noted therein carefully. In case of difference between the figures in the two columns, reasons should be furnished as indicated in the foot-note in the Premium Realisation Statement Forms.

(*v*) In case of transfer, etc., where a Last Pay Certificate has been issued, it should show the policy numbers and monthly premiums of the Official and Public Branches separately.

3. The Heads of Departments are requested to see that the above-mentioned instructions are strictly followed in all the Pay Unit Officers under them.

M. SHAMANNA,
Secretary to Government,
Finance Department.

INSURANCE REGISTER—OFFICIAL BRANCH/PUBLIC BRANCH.

Sl. No.	Name	Policy Number	Monthly premium	Recoveries made in												Total	Remarks
				April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March		